

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant	: John D. Richter	Art Unit	: 2162
Serial No.	: 10/736,001	Examiner	: Giovanna B. Colan
Filed	: December 15, 2003	Conf. No.	: 2963
Title	: MANAGING ELECTRONIC INFORMATION		

**MAIL STOP RCE**

Commissioner for Patents  
P.O. Box 1450  
Alexandria, VA 22313-1450

PRELIMINARY AMENDMENT

Applicant respectfully requests the Examiner to consider the application in light of the following amendments thereto and the accompanying remarks.